OSD
OPERATIONAL SERVICES DIVISION

Job Aid:
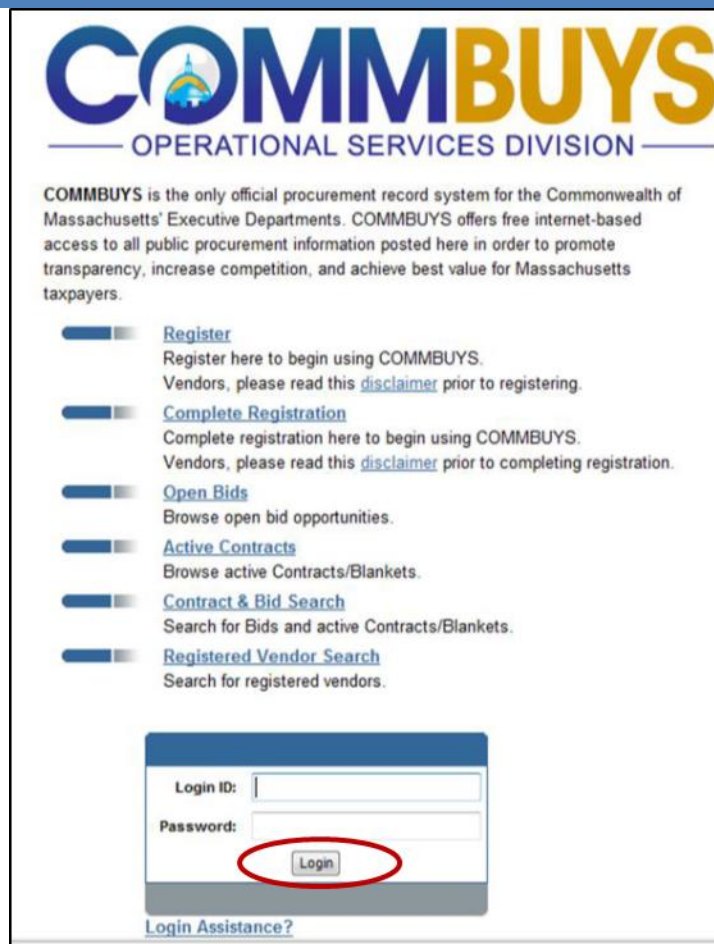## How to Withdraw, Reopen, and Resubmit a Quote

This Job Aid shows how to:

- Withdraw, reopen, and resubmit a quote.

Of Special Note:

- Quotes can be withdrawn, modified and resubmitted any time before the Bid Opening Date.
- Withdrawing, reopening, and resubmitting of a quote is done in the Summary Tab.
- You may need to withdraw a quote because:
    - A form or attachment may contain erroneous information.
    - A form or attachment may have been excluded from your original quote submission.
    - Additional information may need to be included in your quote.
    - Other business directives require you withdraw your quote at this time.

Screenshot	Directions
	Step 1: Login to COMMBUYS 1. Launch the COMMBUYS website by entering the URL for COMMBUYS (https://www.commbuys.com) in the browser. 2. Enter your login credentials and click the **Login** button on the landing screen.

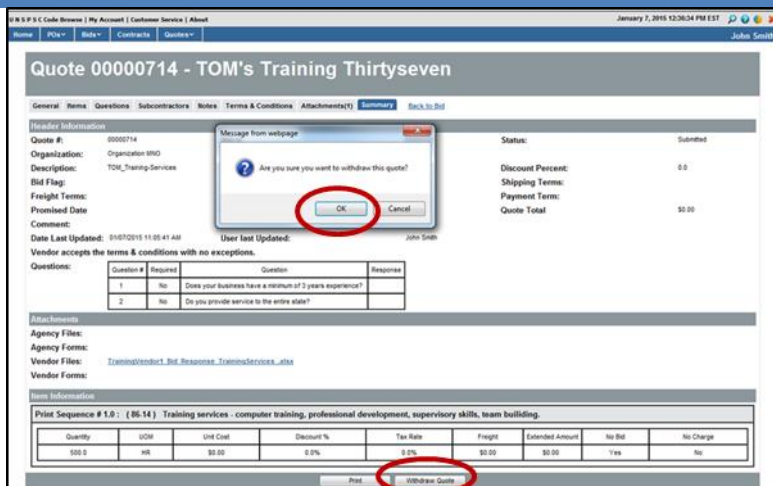| Screenshot	Directions
	Step 2: Access the Seller tab. Ensure you are not using the Seller Admin role.
	Step 3: Locate the Quote 1. Select the **Quotes** dropdown. 2. Click **Formal Quotes Submitted**.
	Step 4: Select and access the quote 1. A list of previously submitted quotes appears with the quote number on the left. 2. Click the blue hyperlink quote number to access the quote to withdraw.

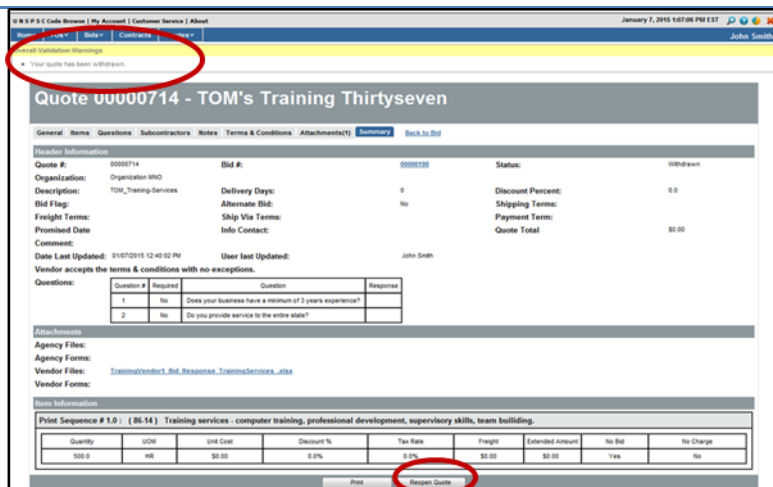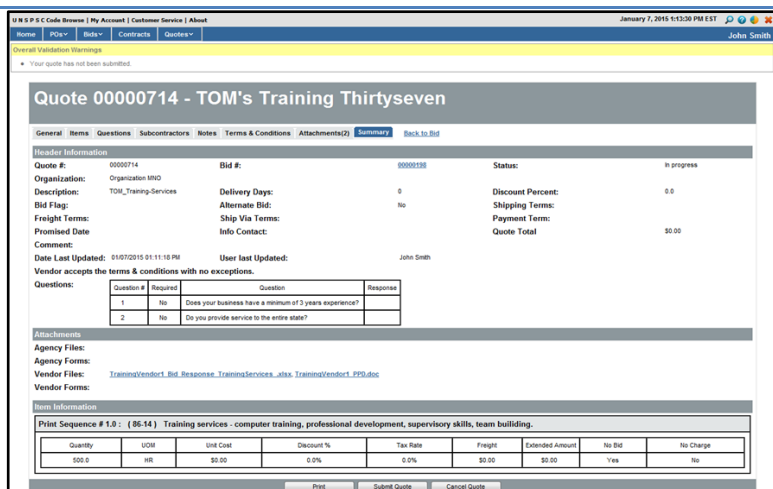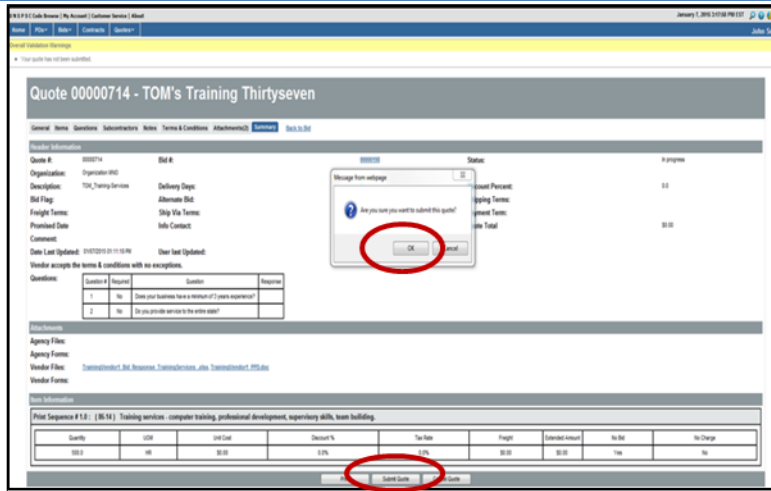| Screenshot	Directions
	Step 5: Withdraw the quote 1. The quote opens on the **General** tab. 2. Click the **Summary** tab and scroll to the bottom of the page. 3. Click the **Withdraw Quote** button. 4. Click **OK** in the dialogue box to confirm your action.
	Step 6: Reopen the quote 1. A yellow confirmation message appears above the quote number – *"Your quote has been withdrawn."* 2. Scroll to the bottom of the page and click **Reopen Quote**.
	Step 7: Modify the quote Modify your quote using any of the following tabs: • **General Tab** – modify information • **Items Tab** – change data on the quote first submitted. • **Questions tab** ask questions if necessary. • **Attachments Tab** – add attachments and modify information Review for completeness and compliance with bid requirements. When you've completed your changes, you are ready to resubmit the quote.

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Screenshot	Directions
	Step 8: Resubmit the quote 1. Click the **Summary** tab and scroll to the bottom of the page. 2. Click the **Submit Quote** button and then click **OK** in the dialogue box. 3. Check your email for confirmation of your quote submission.